

UNIVERSITY REVIEW COMMITTEE

Tuesday, December 13, 2016
2 p.m., Hovey 401D

MINUTES

Members present: Angela Bonnell, Rick Boser, Sam Catanzaro, Diane Dean, Joe Goodman, Doris Houston (via telephone), Sheryl Jenkins, Sarah Smelser

Members not present: Christopher Horvath

Others present: Bruce Stoffel (recorder)

Note: In the minutes that follow, “URC” refers to the University Review Committee at Illinois State University, “Caucus” refers to the Faculty Caucus of the Academic Senate at Illinois State University, “AAUP” refers to the American Association of University Professors, “AFEGC” refers to the Faculty Academic Freedom, Ethics and Grievance Committee at Illinois State University; and “ASPT document” refers to *Faculty Appointment, Salary, Promotion, and Tenure Policies*, Illinois State University, effective January 1, 2017.

I. Call to order

Chairperson Diane Dean called the meeting to order at 2:04 p.m. A quorum was present.

II. Approval of minutes from the November 29, 2016 meeting

Rick Boser moved, Sheryl Jenkins seconded approval of minutes of the November 29, 2016 meeting as distributed prior to the meeting. The motion passed on voice vote, with all voting in the affirmative.

III. ASPT calendar for 2017-2018

Sam Catanzaro reviewed changes that have been made to the draft ASPT calendar that had been considered at the November 29, 2016 URC meeting. The changes have been incorporated into a second draft of the calendar distributed to committee members prior to this meeting (see attached). Changes include recasting the “Reporting Requirements” section of the calendar as “Review and Reporting Requirements,” adding to that section the March 31 deadline for DFSCs/SFSCs to annually review department/school ASPT policies and procedures, revising the description of the annual report due May 1 from CFSCs to the URC and Provost to include information on both cumulative post-tenure review appeals and performance evaluation appeals, and using boldface font to highlight calendar dates that differ from dates set forth in Appendix 1 of the ASPT document.

Angela Bonnell asked why in the “Review and Reporting Requirements” section the entry for March 31 follows the entry for April 15. Bruce Stoffel said that is an error on his part; he thanked Bonnell for noting the error and said he would correct it.

Noting that some deadlines in the 2017-2018 ASPT calendar have been shifted forward because they would otherwise fall on days when the University is closed, Joe Goodman asked if corresponding dates for action by the Provost shift forward as well. Dean said it is her understanding that they do.

Jenkins moved approval of the ASPT calendar for 2017-2018 as distributed prior to the meeting but with correction of the error pointed out by Bonnell regarding the order of entries in the “Review and Reporting Requirements” section. Boser seconded the motion. The motion passed on voice vote, all voting in the affirmative.

IV. College ASPT standards, Mennonite College of Nursing

Stoffel reported having received from Mennonite College of Nursing (hereinafter “Mennonite”) a revised version of its department ASPT guidelines but not its CFSC standards. Stoffel said he emailed the Assistant to the Dean of Mennonite earlier in the day to ask whether the college made any changes to its CFSC standards; he said that in the short time since he sent his email he has not yet received a response.

Dean asked how URC should proceed, given the December 31 deadline for colleges to make changes to their CFSC document in advance of the January 1, 2017 effective date of the new ASPT document. Catanzaro responded that URC cannot act on the DFSC document submitted by Mennonite because it is not in the purview of URC to do so; that is the role of the Mennonite CFSC, he explained.

Committee members discussed whether Mennonite has separate department ASPT guidelines and CFSC standards, whether the document submitted by Mennonite serves as both. Boser asked how the Mennonite DFSC and CFSC ASPT documents could differ, since Mennonite has just one department for purposes of ASPT administration. Bonnell pointed out that Milner Library has a similar administrative structure (i.e., having one department for purposes of ASPT administration) and noted that the CFSC standards for Milner Library are far less detailed than the DFSC guidelines. Goodman checked the Mennonite CFSC standards posted on the university website and reported that the document posted there is different from the document Mennonite has submitted.

Boser asked if URC can grant Mennonite an extension for submitting its CFSC document since this is the last URC meeting of the semester and the University will soon be closing for winter break. Catanzaro noted that Mennonite has acted in good faith by submitting the document the college thought URC had requested. Catanzaro said that if review and approval of the Mennonite CFSC document occurs a few weeks into January 2017, the practical impact of such a delay on administration by Mennonite of its ASPT system would be negligible.

Boser moved that staff contact Mennonite about this matter, that if minor changes have been made by Mennonite to its CFSC standards the revised document be distributed to URC members via email and action be taken by URC via email before the end of calendar 2016, and further that if substantive changes have been made by Mennonite to its CFSC standards the revised document be considered by URC at its first meeting in calendar 2017. Sarah Smelser seconded the motion. The motion carried on voice vote, all voting in the affirmative.

V. Proposed ASPT disciplinary articles

Referring to a document titled *Disciplinary Actions: Article XI. General Considerations, through 11-29-16 URC Meeting* (see attached), Dean reviewed the status of URC discussions regarding the disciplinary articles proposed to be added to the ASPT document. She noted that URC has completed discussion of Section XI.B.1. Dean said she hopes URC can complete its discussion of Article XI at this meeting and then begin discussion of Article XII (Sanctions) at its first meeting in calendar 2017.

Dean noted that the version of Article XI recommended by URC to the Caucus in 2015 included four sections (A, B, C, and D), while the version of Article XI as revised by the Caucus includes two sections (A and B). Dean reminded committee members of their decision to merge content of Sections XI.B-XI.D into a single Section XI.B. She noted that the Caucus has included in its Section XI.B passages regarding two issues not addressed by URC. One passage sets forth additional detail regarding suspension policies and procedures. A second passage addresses involvement of uniformed officers in suspension cases and access by suspended faculty members to materials stored on campus property. Doris Houston said she recalls at least part of that content being added by the Caucus from AAUP documents.

Dean reminded committee members of their decision to set forth general policies and procedures in Article XI and detailed policies and procedures regarding each disciplinary action in subsequent articles. She asked if, in light of that decision, detailed suspension policies and procedures set forth by the Caucus in its Section XI.B.2 should be excluded from the version of Article XI recommended by URC and instead be considered for

inclusion in the subsequent article regarding suspension. Houston said it makes sense to set forth that level of detail in the article regarding suspension. Others agreed.

Smelser said she has reviewed disciplinary policies provided by Dean from other universities to identify other general considerations URC might consider addressing in its Section XI. Smelser reported having identified two such issues: confidentiality in disciplinary cases and the nature of communication in disciplinary cases. Regarding communication, Smelser said she is not suggesting any particular mode but thinks that addressing communication in the disciplinary articles seems basic and pragmatic. Boser asked Catanzaro if a policy regarding communication in ASPT matters already exists. Catanzaro responded that there is no such official policy. He said that in ASPT matters it is typical to send printed communication via campus mail and to send a PDF version of that same communication via email. Bonnell reported that AFEGC sends a form to each party involved in an AFEGC case asking if the party wants to receive materials related to the case via email; if any one party in a case elects not to send or receive communications regarding the case via email, then no parties in the case send or receive communications via email. Dean suggested setting aside the issue of communication and addressing it in subsequent URC discussions. Smelser agreed. Smelser then read aloud the passage regarding confidentiality from the disciplinary policy adopted by Michigan State University. Dean said she is confident that the issue of confidentiality is already addressed elsewhere in the ASPT document. Catanzaro confirmed that to be the case, citing Section I.D.

Dean then turned to the due process passage of Article XI (Section XI.B.2 of the URC version and Section XI.B.3 of the Caucus version). Dean noted that the Caucus has qualified the phrase “due process” with the word “academic.” Dean said she is not convinced that adding the qualifier is necessary, because a faculty member could be disciplined for something that is not academic in nature, such as inappropriate physical contact. Catanzaro said he agrees with the premise of Dean’s point but said adding the qualifier “academic” might be a good change. Catanzaro said that to the degree any disciplinary process is governed by ASPT policies, that process is an academic process. He explained that the term “due process” is usually considered to refer to the legal system; however ASPT policies of the University are governed by the legal system only when determining whether the University has followed its own processes.

Jenkins said URC might consider a qualifier other than “academic.” She asked if the term “academic due process” has a special meaning. Goodman noted that the matter of academic due process seems to have been debated since the 1920s. He read aloud a passage from an article by Louis Joughin titled “Academic Due Process,” which Goodman found referenced online in an AAUP document: “Academic due process shares with its master, academic freedom, the special capacity of making an important contribution to all who are involved. By its fairness, it seeks to protect not only the career of the individual but also the reputation of the institution. It offers the public some assurance that hasty or unprincipled action will not find it easy to wash down the drain the heavy investment by society in the powers of a costly expert ...” Dean said the passage supports Catanzaro’s point. She suggested retaining the term “academic due process” but inquiring with Caucus Chairperson Susan Kalter regarding the intent of the Caucus in adding the word “academic” to the term. Boser agreed, stating that it is important for URC to know if adding the word “academic” to the term is intended to constrain the disciplinary process in any way.

Next, Dean pointed out that the Caucus has recommended revising the last sentence in Section XI.B.2 of the URC version, from “Such advisor/counsel is advisory to the faculty member only” to “Such advisor/counsel is advisory to the faculty member and to no other party.” Boser asked if the role of an advisor in ASPT proceedings is already addressed elsewhere in the ASPT document. Catanzaro said the role is addressed in the section on appeals. He added that he likes the enhanced precision of the phrase “to no other party,” as it might prevent an advisor from trying to advise the disciplinary panel how to proceed.

Dean said she senses agreement among URC members with revisions to Section XI.B.2 suggested by the Caucus. Committee members concurred.

Dean then noted that the Caucus has suggested dividing Section XI.D of the 2015 URC version, regarding “stop-the-clock” extensions and access to records of the disciplinary process, into two provisions, Sections XI.D.4 and XI.D.5. Catanzaro addressed Section XI.D.4, noting that the Caucus has replaced the passage “and

are either exonerated or required to complete corrective actions” in the 2015 URC version with “whether exonerated or not.”

Catanzaro said addition by the Caucus of the phrase “or not” in Section XI.D.4 is a substantive change which raises the question whether a faculty member not exonerated in a disciplinary case should have the same opportunities for a “stop-the-clock” extension as a faculty member who is exonerated. Boser said there may be some logic to granting a “stop-the-clock” extension to a faculty member who is not exonerated if the disciplinary action imposed on the faculty member was a sanction and occurred a year or so prior. Boser noted that both the 2015 URC version and the Caucus version of the passage regarding “stop-the-clock” states that an extension may be requested by a faculty member but does not state that the request must be granted.

Catanzaro said deletion by the Caucus of reference to corrective actions from Section XI.D of the 2015 URC version is also substantive. He opined that the Caucus may have deleted the reference due to concern that mention of corrective actions in disciplinary records could influence promotion and tenure decisions if disciplinary records are open to parties involved in those decisions. Catanzaro said the spirit of requiring corrective action is not to set a faculty member up to fail in the long term. For that reason, he said, he would be satisfied if the reference to corrective actions is removed from Section XI.D.

Boser recommended accepting Section XI.B.4 as suggested by the Caucus. Dean concurred. Houston asked if URC, in its report to the Caucus regarding the disciplinary articles, will explain the reasons for its recommendations. Dean responded in the affirmative. Dean then clarified that changes to the disciplinary articles discussed thus far by URC are tentative, that URC has not yet formally voted on them. URC will vote on recommendations later in the process, she said.

Dean then summarized discussion at this meeting.

- Section XI.B.2 of the 2015 URC version is to be replaced with Section XI.B.3 of the Caucus version.
- Discussion of Section XI.C of the 2015 URC version has been deferred to a subsequent URC meeting.
- Section XI.B.4 of the Caucus version is to replace the first sentence in Section XI.D of the 2015 URC version. The remainder of Section XI.D (2015 URC version) is to be discussed at a subsequent URC meeting, in conjunction with discussion of Section XI.D.5 of the Caucus version.

Dean asked Smelser if she is willing to draft a statement regarding correspondence in disciplinary cases for consideration by URC at its next meeting. Smelser said she is willing but does not have sufficient information regarding current University practices to do so. Dean suggested that Smelser work from the pertinent passage of the AFEGC policy. Bonnell said she will forward that passage to Smelser.

VI. Other business

Smelser asked if URC meeting dates have been set for the spring 2017 term. Dean said they have not. She asked Stoffel to prepare and send a Doodle scheduling poll to committee members before the end of the academic year. Dean said she hopes URC can hold its first spring semester meeting in January rather than wait until February, given the amount of work remaining on the committee docket for 2016-2017.

VII. Adjournment

Smelser moved, Boser seconded that the meeting adjourn. The motion passed on voice vote, all voting in the affirmative. The meeting adjourned at 3:07 p.m.

Respectfully submitted,
Joe Goodman, Secretary
Bruce Stoffel, Recorder

ATTACHMENTS:
ASPT calendar, 2017-2018, draft
Disciplinary Actions: Article XI. General Considerations, through 11-29-16 URC Meeting

ASPT Calendar 2017-2018: Reappointment

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

This calendar is based on actions and deadlines described in the ASPT policies document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2017. Articles and sections cited in this calendar refer to articles and sections in that ASPT policies document. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2017-2018" column of this calendar have been modified to comply with that provision where necessary.

Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
February 1	Thursday, February 1, 2018	The Provost shall give notice of termination not later than February 1 of the second academic year of service. If the appointment terminates during an academic year, the Provost shall give notice of termination at least six months in advance of the termination.
March 1	Thursday, March 1, 2018	The Provost shall give notice of termination not later than March 1 of the first academic year of service. If a one-year appointment terminates during an academic year, the Provost shall give notice of termination at least three months in advance of the termination.
At least twelve months before the termination of an appointment after two or more years of service	Tuesday, May 15, 2018	The Provost shall notify a third- or subsequent-year faculty member who will not be reappointed at least twelve months before the termination of the appointment that the faculty member's last day of employment is May 15 of the following year. If the appointment is at least twelve months and terminates during an academic year, the Provost shall notify the faculty member at least twelve months prior to the end of the appointment period.

Non-reappointment recommendations may be appealed by a faculty member on procedural grounds, as provided in Section XIII.K. Because non-reappointment recommendations can be forwarded at different times during the academic year, there are no fixed calendar dates associated with non-reappointment appeals. See Section XIII.K and Appendix 5 of ASPT policies for a description of non-reappointment appeal actions and timelines.

ASPT Calendar 2017-2018: Promotion and Tenure

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

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Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
November 1	Wednesday, November 1, 2017	Candidates for promotion and tenure must file application materials. In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years or a portion of the credited years to the probationary period shall be made to the Department/School Chairperson/Director prior to November 1 of the year previously scheduled for the summative review for tenure.
Prior to December 15	Prior to Friday, December 15, 2017	DFSC/SFSC may notify promotion and tenure candidates and the CFSC, in writing, of recommendations at any time prior to December 15, but must notify candidates of intended recommendations at least 10 business days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC must provide opportunity, if requested, for the candidates to hold a formal meeting with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.D.
December 15	Friday, December 15, 2017	DFSC/SFSC recommendations for promotion and tenure must be reported to candidates and to the CFSC.
February 1	Thursday, February 1, 2018	CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the CFSC recommendation, then the candidate must request a meeting with the CFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.D.
March 1	Thursday, March 1, 2018	CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.
March 10	Monday, March 12, 2018	In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must inform the chair of the Faculty Review Committee (FRC) that he/she intends to file an appeal of the recommendation of the DFSC/SFSC or CFSC. The chair of the FRC must acknowledge receipt of this communication within 5 business days of having received it.

ASPT Calendar 2017-2018: Promotion and Tenure

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
March 15	Thursday, March 15, 2018	In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must file an appeal as defined in Section XIII.C to the Faculty Review Committee (FRC). See also Section XIII.H.3.
March 21	Wednesday, March 21, 2018	Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidate.
April 15	Monday, April 16, 2018	The FRC must complete its review of promotion and tenure appeals and report to the President, candidates, DFSC/SFSCs, CFSCs, and Provost unless an interim report is appropriate under provisions of Section XIII.G.3.
April 30	Monday, April 30, 2018	Provost's recommendation for appealed cases must be reported to the President, candidate, DFSC/SFSC and CFSC.
May 15	Tuesday, May 15, 2018	Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.

ASPT Calendar 2017-2018: Performance Evaluation

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

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Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
January 5	Friday, January 5, 2018	All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.
February 1	Thursday, February 1, 2018	DFSC/SFSC recommendations for performance evaluation must be reported to the faculty member by February 1 in each year that the faculty member is performance-evaluation eligible. DFSC/SFSC must notify faculty members of intended recommendations to CFSC at least 10 business days before submitting these recommendations to CFSC and provide opportunity, if requested, for the candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.B.
February 15	Thursday, February 15, 2018	DFSC/SFSC shall transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.
February 25	Monday, February 26, 2018	Faculty members who wish to appeal their annual performance evaluations to the CFSC must notify the appropriate CFSC chairperson of their intention to do so in writing. The chair of the CFSC shall respond to the faculty member in writing acknowledging receipt of the written notification of the intent to file an appeal within 5 business days of its receipt.
March 1	Thursday, March 1, 2018	Faculty members must file with the CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation.
March 31	Monday, April 2, 2018	All appeals to the CFSC of performance-evaluation recommendations must be completed and CFSC decisions reported to the Provost and to the faculty member. Appeals will be held under the provisions of Section XIII.I.

ASPT Calendar 2017-2018: Cumulative Post-Tenure Review

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

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Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
January 5	Friday, January 5, 2018	All faculty members scheduled for cumulative post-tenure review must submit their materials.
February 15	Thursday, February 15, 2018	The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.
February 25	Monday, February 26, 2018	Faculty member's last day to respond in writing or in person to the DFSC/SFSC cumulative post-tenure review evaluation and/or remediation plan.
March 8	Thursday, March 8, 2018	The DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
March 22	Thursday, March 22, 2018	A faculty member must file, to the CFSC chairperson, a written appeal to the cumulative post-tenure review. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) business days. Appeals will be held under the provisions of Section XIII.J.
April 15	Monday, April 16, 2018	Each CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.

ASPT Calendar 2017-2018: Review and Reporting Requirements

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

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Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
April 15	Monday, April 16, 2018	Departments and Schools shall submit reports of the final results of faculty annual performance evaluations to the Provost, with the Dean’s signature, listing those evaluated as having unsatisfactory performance, all others evaluated, and those not evaluated. These reports are initiated by the Department/School and routed through the Dean’s Office for submission to the Provost by the April 15 deadline.
March 31	Monday, April 2, 2018	Annually by March 31, each DFSC/SFSC must review its Department/School policies and procedures based on that academic year’s work and any informal faculty input, in order to identify areas that may need updating, either immediately or at the next five-year review. Any updates proposed by the DFSC/SFSC and approved by department/school faculty vote shall be submitted to the appropriate CFSC, which will approve them for their conformity to College standards and University policies and procedures.
May 1	Tuesday, May 1, 2018	<p>Each CFSC shall submit an annual report summarizing promotion and tenure recommendations to its College Council and the URC (see IV.D.3).</p> <p>Each CFSC shall submit an annual written report to the URC and the Provost that enumerates all performance-evaluation appeals and all cumulative post-tenure review appeals and describes their disposition (see XIII.I.10 and XIII.J.9).</p> <p>The CFSC shall submit to the URC the fifth-year review of College Standards or, in the interim, proposed revisions to College Standards.</p> <p>The FRC shall submit to the URC a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of these appeals (See III.F). <i>[Note: URC is asked to forward the report to the Academic Senate office.]</i></p>

ASPT Calendar 2017-2018: ASPT Elections

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

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Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
April 15	Monday, April 16, 2018	Members to the University Review Committee, Faculty Review Committee and College Faculty Status Committee must have been elected. <i>[Note: Colleges are asked to report election results to the Academic Senate office.]</i>
May 1	Tuesday, May 1, 2018	Members to the Department/School Faculty Status Committee must have been elected.

ASPT Calendar 2017-2018: Chronological, All Activities

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

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Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
November 1	Wednesday, November 1, 2017	Promotion and Tenure: Candidates for promotion and tenure must file application materials. In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years or a portion of the credited years to the probationary period shall be made to the Department/School Chairperson/Director prior to November 1 of the year previously scheduled for the summative review for tenure.
Prior to December 15	Prior to Friday, December 15, 2017	Promotion and Tenure: DFSC/SFSC may notify promotion and tenure candidates and the CFSC, in writing, of recommendations at any time prior to December 15, but must notify candidates of intended recommendations at least 10 business days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC must provide opportunity, if requested, for the candidates to hold a formal meeting with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.D.
December 15	Friday, December 15, 2017	Promotion and Tenure: DFSC/SFSC recommendations for promotion and tenure must be reported to candidates and to the CFSC.
January 5	Friday, January 5, 2018	<p>Performance Evaluation: All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.</p> <p>Cumulative Post-Tenure Review: All faculty members scheduled for cumulative post-tenure review must submit their materials.</p>

ASPT Calendar 2017-2018: Chronological, All Activities

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
February 1	Thursday, February 1, 2018	<p>Promotion and Tenure: CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the CFSC recommendation, then the candidate must request a meeting with the CFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.D.</p> <p>Performance Evaluation: DFSC/SFSC recommendations for performance evaluation must be reported to the faculty member by February 1 in each year that the faculty member is performance-evaluation eligible. DFSC/SFSC must notify faculty members of intended recommendations to CFSC at least 10 business days before submitting these recommendations to CFSC and provide opportunity, if requested, for the candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.B.</p> <p>Reappointment: The Provost shall give notice of termination not later than February 1 of the second academic year of service. If the appointment terminates during an academic year, the Provost shall give notice of termination at least six months in advance of the termination.</p>
February 15	Thursday, February 15, 2018	<p>Performance Evaluation: DFSC/SFSC shall transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.</p> <p>Cumulative Post-Tenure Review: The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.</p>
February 25	Monday, February 26, 2018	<p>Performance Evaluation: Faculty members who wish to appeal their annual performance evaluations to the CFSC must notify the appropriate CFSC chairperson of their intention to do so in writing. The chair of the CFSC shall respond to the faculty member in writing acknowledging receipt of the written notification of the intent to file an appeal within 5 business days of its receipt.</p> <p>Cumulative Post-Tenure Review: Faculty member's last day to respond in writing or in person to the DFSC/SFSC cumulative post-tenure review evaluation and/or remediation plan.</p>

ASPT Calendar 2017-2018: Chronological, All Activities

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
March 1	Thursday, March 1, 2018	Promotion and Tenure: CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.
		Performance Evaluation: Faculty members must file with the CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation.
		Reappointment: The Provost shall give notice of termination not later than March 1 of the first academic year of service. If a one-year appointment terminates during an academic year, the Provost shall give notice of termination at least three months in advance of the termination.
March 8	Thursday, March 8, 2018	Cumulative Post-Tenure Review: The DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
March 10	Monday, March 12, 2018	Promotion and Tenure: In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must inform the chair of the Faculty Review Committee (FRC) that he/she intends to file an appeal of the recommendation of the DFSC/SFSC or CFSC. The chair of the FRC must acknowledge receipt of this communication within 5 business days of having received it.
March 15	Thursday, March 15, 2018	Promotion and Tenure: In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must file an appeal as defined in Section XIII.C to the Faculty Review Committee (FRC). See also Section XIII.H.3.
March 21	Wednesday, March 21, 2018	Promotion and Tenure: Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidate.
March 22	Thursday, March 22, 2018	Cumulative Post-Tenure Review: A faculty member must file, to the CFSC chairperson, a written appeal to the cumulative post-tenure review. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) business days. Appeals will be held under the provisions of Section XIII.J.
March 31	Monday, April 2, 2018	Performance Evaluation: All appeals to the CFSC of performance-evaluation recommendations must be completed and CFSC decisions reported to the Provost and to the faculty member. Appeals will be held under the provisions of Section XIII.I.
		Review and Reporting Requirements: Annually by March 31, each DFSC/SFSC must review its Department/School policies and procedures based on that academic year's work and any informal faculty input, in order to identify areas that may need updating, either immediately or at the next five-year review. Any updates proposed by the DFSC/SFSC and approved by department/school faculty vote shall be submitted to the appropriate CFSC, which will approve them for their conformity to College standards and University policies and procedures.

ASPT Calendar 2017-2018: Chronological, All Activities

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Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
April 15	Monday, April 16, 2018	<p>Promotion and Tenure: The FRC must complete its review of promotion and tenure appeals and report to the President, candidates, DFSC/SFSCs, CFSCs, and Provost unless an interim report is appropriate under provisions of Section XIII.G.3.</p>
		<p>Cumulative Post-Tenure Review: Each CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.</p>
		<p>Review and Reporting Requirements: Departments and Schools shall submit reports of the final results of faculty annual performance evaluations to the Provost, with the Dean's signature, listing those evaluated as having unsatisfactory performance, all others evaluated, and those not evaluated. These reports are initiated by the Department/School and routed through the Dean's Office for submission to the Provost by the April 15 deadline.</p>
		<p>ASPT Elections: Members to the University Review Committee, Faculty Review Committee and College Faculty Status Committee must have been elected. <i>[Note: Colleges are asked to report election results to the Academic Senate office.]</i></p>
April 30	Monday, April 30, 2018	<p>Promotion and Tenure: Provost's recommendation for appealed cases must be reported to the President, candidate, DFSC/SFSC and CFSC.</p>
May 1	Tuesday, May 1, 2018	<p>Review and Reporting Requirements: Each CFSC shall submit an annual report summarizing promotion and tenure recommendations to its College Council and the URC (see IV.D.3).</p>
		<p>Review and Reporting Requirements: Each CFSC shall submit an annual written report to the URC and the Provost that enumerates all performance-evaluation appeals and all cumulative post-tenure review appeals and describes their disposition (see XIII.I.10 and XIII.J.9).</p>
		<p>Review and Reporting Requirements: The CFSC shall submit to the URC the fifth-year review of College Standards or, in the interim, proposed revisions to College Standards.</p>
		<p>Review and Reporting Requirements: The FRC shall submit to the URC a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of these appeals (See III.F). <i>[Note: URC is asked to forward the report to the Academic Senate office.]</i></p>
		<p>ASPT Elections: Members to the Department/School Faculty Status Committee must have been elected.</p>

ASPT Calendar 2017-2018: Chronological, All Activities

posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

Date per ASPT Policies	Date for 2017-2018	Action per ASPT Policies
May 15	Tuesday, May 15, 2018	Promotion and Tenure: Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.
At least twelve months before the termination of an appointment after two or more years of service	Tuesday, May 15, 2018	Reappointment: The Provost shall notify a third- or subsequent-year faculty member who will not be reappointed at least twelve months before the termination of the appointment that the faculty member's last day of employment is May 15 of the following year. If the appointment is at least twelve months and terminates during an academic year, the Provost shall notify the faculty member at least twelve months prior to the end of the appointment period.

**Disciplinary Actions: Article XI. General Considerations
Through 11-29-16 URC Meeting**

VERSION A: URC 2015	VERSION B: Faculty Caucus 2016	VERSION C: URC 2016-2017
<p>A. Types of Disciplinary Actions</p> <ol style="list-style-type: none"> 1. Faculty may be subject to discipline of varying levels. Disciplinary actions include Sanctions, Suspension, and Dismissal. 2. Sanctions may be imposed for such adequate causes as violations of laws or University policies, including the Code of Ethics and its appendices. Specific policies related to sanctions are provided in ASPT XII. 3. Suspension occurs when a faculty member is temporarily relieved of academic duties, such that the faculty member is not engaged in any teaching, research, or service activities at the University. The faculty member could be on paid or unpaid status. Specific policies related to suspensions are provided in ASPT XIII. 4. It is understood that suspension (with or without pay) of faculty members will only be contemplated in circumstances when there is a reasonable threat of imminent harm to the University, including the faculty member in question, students, and other employees or when credible evidence of adequate cause for dismissal is available. The administration of the University will inform the faculty member of its rationale for judging that suspension is indicated. 5. Dismissal of a tenured faculty member may be effected by the University for such adequate causes as lack of fitness to continue to perform in the faculty member's professional capacity as a teacher or researcher; failure to perform assigned duties in a manner consonant with professional standards; malfeasance; or demonstrable University financial exigency or program termination. Specific policies related to termination of tenured faculty appointments are provided in ASPT XIV.B. 	<p>A. Types of Disciplinary Actions; Conditions under which they may be applied</p> <ol style="list-style-type: none"> 1. Faculty may be subject to discipline of varying levels. Disciplinary actions include Sanctions, Suspension, and Dismissal. 2. Sanctions: As defined by the American Association of University Professors' 1971 guidelines regarding progressive discipline, sanctions that can be imposed upon a faculty member are: oral reprimand, written reprimand, recorded reprimand, requirement to make restitution, loss of prospective benefits for a stated period, fine, reduction in salary for a stated period, and disciplinary suspension for a stated period without other prejudice. Sanctions may be imposed for such reasons as violations of felony and ethics laws pertinent to a faculty member's responsibilities or of University policies, including the Code of Ethics and its appendices. Specific policies related to sanctions are provided in ASPT XII. 3. Suspension: Suspension occurs when a faculty member, as a result of disciplinary findings or allegations, is: <ol style="list-style-type: none"> a. temporarily relieved of academic duties, such that the faculty member is not engaged in any teaching, research, or service activities at the University and is excluded from all or parts of campus and its privileges (e.g. access to email services); or 	<p>A. Types of Disciplinary Actions</p> <ol style="list-style-type: none"> 1. Faculty may be subject to discipline of varying levels. Disciplinary actions include Sanctions, Suspension, and Dismissal. The University normally uses progressive discipline to address possible misconduct. Progressive discipline is intended to be corrective, not punitive in nature. It is designed to provide faculty with notice of deficiencies and an opportunity to improve. However, some violations of policies and procedures, or continued negative behavior, may be of such serious nature that suspension or dismissal may be appropriate. 2. Sanctions are minor disciplinary actions of varying degrees undertaken to address behavioral or performance problems or issues. Sanctions are intended to be corrective. Sanctions may be effected for such reasons as violations of laws or of University policies, including the Code of Ethics and its appendices. Specific policies related to sanctions are provided in ASPT XII. 3. Suspensions are major disciplinary actions of varying degrees undertaken to temporarily relieve a faculty member from teaching, research, or service activities; on paid or unpaid status; with or without exclusion from campus or parts thereof. Suspensions may be effected for such reasons as when there is a reasonable threat of imminent harm to the University, including the faculty member in question, students, and other employees, or University property; or as a next step in a progressive disciplinary process; or when credible evidence of adequate cause for dismissal is available. Specific policies related to suspensions are provided in ASPT XIII.

Disciplinary Actions: Article XI. General Considerations
Through 11-29-16 URC Meeting

VERSION A: URC 2015	VERSION B: Faculty Caucus 2016	VERSION C: URC 2016-2017
<p>6. Termination of faculty due to financial exigency or program termination will follow the process outlined in the ISU Constitution (Article III, Section 4.B.2) and all applicable policies.</p> <p><i>[Article XI continues below]</i></p>	<p>b. temporarily relieved of academic duties, such that the faculty member is not engaged in any teaching, research, or service activities at the University but is not excluded from campus; or</p> <p>c. reassigned out of one or more of these three categories of faculty activity, with or without exclusion from campus or parts thereof; or</p> <p>d. reassigned out of some portion thereof (e.g. reassignment out of a particular class for the remainder of a semester; exclusion from a laboratory space).</p> <p>Suspension of faculty members will only be contemplated (i) in circumstances when there is a reasonable threat of imminent harm to the faculty member in question, students, other employees or university property, or (ii) as a sanction under Article XII for a stated period without other prejudice.</p> <p>Specific policies related to the first type of suspension are provided in ASPT XIII. The second type of suspension follows the same process as described for dismissal in ASPT XIV, with due consideration to the protections provided for in ASPT XIII, and may be proposed as an alternative to dismissal or as a penalty unrelated to dismissal.</p>	<p>4. Dismissals are major disciplinary actions terminating the appointment of a probationary or tenured faculty member. Dismissals are effected under extraordinary or egregious circumstances or when other recourses of disciplinary action have been exhausted without effect. They should rarely if ever need occur.</p> <p>Dismissals may be effected for such reasons as lack of fitness to continue to perform in a faculty member's professional capacity as a teacher or researcher, failure to perform assigned duties in a manner consonant with professional standards, or malfeasance. Specific policies related to dismissals are provided in ASPT XIV.</p> <p>5. Recommendations for non-reappointment of probationary faculty for non-disciplinary, performance concerns will follow the process outlined in ASPT XV.</p> <p>6. Termination of the appointment of a probationary or tenured faculty member due to demonstrable University financial exigency or program termination is not disciplinary in nature, and will follow the process outlined in the Illinois State University Constitution (Article III, Section 4.B.2.), the Governing Document of the Board of Trustees (Section C) and all applicable policies.</p> <p><i>[Article XI continues below]</i></p>

Disciplinary Actions: Article XI. General Considerations
Through 11-29-16 URC Meeting

VERSION A: URC 2015	VERSION B: Faculty Caucus 2016	VERSION C: URC 2016-2017
<p><i>[Article XI continues below]</i></p>	<p>4. Dismissal as a disciplinary action: Dismissal is the termination of the appointment of a probationary or tenured faculty member for cause. Dismissal for cause of a probationary faculty member must be distinguished from non-reappointment for academic reasons and follows different procedures.</p> <p>Dismissal as a type of disciplinary action is one form of dismissal that may be effected by the University under extraordinary circumstances.</p> <p>As noted in the AAUP Statement on Procedural Standards in Faculty Dismissal Proceedings (last updated in 1990), “A dismissal proceeding is a symptom of failure; no amount of use of removal process will help strengthen higher education as much as will the cultivation of conditions in which dismissals rarely, if ever, need occur.” The statement goes on to indicate that a “necessary precondition of a strong faculty is that it have first-hand concern with its own membership [which] is properly reflected both in appointments to and in separations from the faculty body” and that the “faculty must be willing to recommend the dismissal of a colleague when necessary. By the same token, presidents and governing boards must be willing to give full weight to a faculty judgment favorable to a colleague.”</p> <p>Dismissal of a probationary or tenured faculty member may be effected by the University for such adequate causes as lack of fitness to continue to perform in the faculty member's professional capacity as a teacher or researcher; failure to perform assigned duties in a manner consonant with professional standards; malfeasance; or demonstrable University financial exigency or program termination.</p>	<p><i>[Article XI continues below]</i></p>

Disciplinary Actions: Article XI. General Considerations
Through 11-29-16 URC Meeting

VERSION A: URC 2015	VERSION B: Faculty Caucus 2016	VERSION C: URC 2016-2017
<p><i>[Article XI continues below]</i></p>	<p>Specific policies related to dismissal are provided in ASPT XIV, the ISU Constitution (Article III, Section 4.B), ISU Board of Trustees Governing Documents and all applicable policies including the right of appeal.</p> <p>5. Note regarding dismissals that might be considered under non-disciplinary circumstances: Termination of a faculty member's appointment due to financial exigency or program termination follows the process outlined in ASPT XIV, the ISU Constitution (Article III, Section 4.B), ISU Board of Trustees Governing Documents, and all applicable policies including the right of appeal, and must not be used, construed or disguised as a disciplinary action process. Faculty may appeal termination proceedings on the basis that disciplinary issues are being alleged in order to effect a dismissal for reasons of financial exigency or program termination, or vice versa.</p> <p>Non-disciplinary termination of a faculty member's appointment on the grounds either of lack of fitness to continue to perform in the faculty member's professional capacity as a teacher or researcher or failure to perform assigned duties in a manner consonant with professional standards also follows the process outlined in ASPT XIV, the ISU Constitution (Article III, Section 4.B), ISU Board of Trustees Governing Documents, and all applicable policies including the right of appeal.</p>	<p><i>[Article XI continues below]</i></p>

**Disciplinary Actions: Article XI. General Considerations
Through 11-29-16 URC Meeting**

VERSION A: URC 2015	VERSION B: Faculty Caucus 2016	VERSION C: URC 2016-2017
<p>B. Faculty Rights</p> <ol style="list-style-type: none"> 1. Disciplinary actions (including suspension or termination) or the threat thereof may not be used to restrain faculty members' exercise of academic freedom. Faculty members shall retain their right to file a grievance with the Faculty Academic Freedom, Ethics, and Grievance Committee, if they believe that their academic freedom or the Code of Ethics has been violated. 2. In all disciplinary proceedings, faculty members have the rights to due process, to timely notice, to seek advice, to respond to developments in the disciplinary process, and to have an advisor and/or counsel present at discussions, hearings, and appeals. Such advisor/counsel is advisory to the faculty member only. <p>C. Faculty members' duties may be reassigned temporarily while possible causes for disciplinary actions are being investigated or while the due process for a disciplinary action is being followed. The reasons for such reassignment of duties will be provided to the faculty member. Such reassignments shall be made to prevent reasonable threats of harm to the University, the individual faculty member, or other members of the University community; when required by law; or when necessitated by pending criminal investigation or legal proceedings.</p>	<p>B. Faculty Rights</p> <ol style="list-style-type: none"> 1. Disciplinary actions (including suspension or dismissal for disciplinary reasons) or the threat thereof may not be used to restrain faculty members' exercise of academic freedom. Faculty members shall retain their right to file a grievance with the Faculty Academic Freedom, Ethics, and Grievance Committee, if they believe that their academic freedom or the Code of Ethics has been violated. See the ISU Constitution, Article III, the Academic Freedom Ethics and Grievance policy and the Proceedings in Academic Freedom, Dismissal, and Non-reappointment Cases policy. 2. Suspension, as defined in XI.A.3, shall not be effected without a recommendation to the President from a three-member hearing committee of the Academic Freedom, Ethics, and Grievance Committee convened by the chairperson of that committee. The written recommendation from the hearing committee shall including i) a recommendation for or against suspension, ii) a recommendation regarding the length of any recommended suspension, and iii) recommendations regarding other aspects of any recommended suspension, including the nature and scope of the suspension (e.g. restriction only from a single course, banishment from campus pending felony criminal investigation, etc.). If immediate action must be taken due to a reasonable threat of imminent harm, consultation with the AFEGC must occur within 24 hours and a preliminary written recommendation formulated within 3 business days. The faculty member shall have the same rights to a full hearing and set of appeals as in other AFEGC cases. 	<p>B. Faculty Rights</p> <ol style="list-style-type: none"> 1. Disciplinary actions (including sanctions, suspensions or dismissals) or the threat thereof may not be used to restrain faculty members' exercise of academic freedom. Faculty members shall retain their right to file a grievance with the Faculty Academic Freedom, Ethics, and Grievance Committee, if they believe that their academic freedom or the Code of Ethics has been violated. See the Illinois State University Constitution (Article III) and the Faculty Academic Freedom, Ethics and Grievance policy (University Policy 3.3.8).

Disciplinary Actions: Article XI. General Considerations
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VERSION A: URC 2015	VERSION B: Faculty Caucus 2016	VERSION C: URC 2016-2017
<p>D. Probationary faculty who face disciplinary actions and are either exonerated or required to complete corrective actions may request a one year “stop-the-clock” extension of their probationary period, as described in IX.B.3. The records of the disciplinary process, including documentation of exoneration and completion of any required corrective actions, may be reviewed in the tenure and promotion process as it bears on the faculty member’s performance in teaching, research, and service. The purpose of such review will be to ensure that only the documented facts of the individual’s exoneration and/or corrective actions are considered.</p>	<p>3. In all disciplinary proceedings, faculty members have the right to academic due process, to timely notice, to seek advice, and to respond to developments in the disciplinary process. Faculty members also have the right to have an advisor present and/or to have counsel present at discussions, hearings, and appeals. Such advisor/counsel is advisory to the faculty member and to no other party.</p> <p>4. Probationary faculty who face disciplinary actions whether exonerated or not may request a one year “stop-the-clock” extension of their probationary period, as described in IX.B.3.</p> <p>5. The records of the disciplinary process, including documentation of exoneration and/or imposition of sanctions, may not be reviewed in the tenure and/or promotion process except when necessary to affirm exoneration or imposition of sanctions, and then only as it bears on the faculty member’s performance in teaching, research, and service. The purpose of such review will be to ensure that only the documented facts of the individual’s exoneration and/or sanctions are considered and not held against the faculty member.</p> <p>6. Only in cases of alleged criminal misconduct shall uniformed police or security officers be engaged in enforcing a preliminary suspension or a suspension recommended or reviewed and affirmed by the Academic Freedom, Ethics, and Grievance Committee. Faculty shall not be denied access to materials stored on campus property that they might need to exonerate themselves; if access to such material poses a high risk to campus security, alternative arrangements shall be made to provide the faculty member with all reasonable access to materials to be used in his or her defense.</p>	